Helpful Hints and Instructions to Conduct your Cash for College Workshop

The Day of Your Workshop

Step 1:   Set up student computers by launching these three applications:
- FAFSA: www.fafsa.ed.gov
- CADA: https://dream.csac.ca.gov/ (Dream)
- Chafee: https://www.chafee.csac.ca.gov/StudentApplication.aspx (Foster Youth)

NOTE: If a student is not sure which one application to complete (FAFSA or Dream), please have them start with the CADA as the determination logic will direct him/her to the appropriate application.

Step 2:   Print student sign-in sheets (http://www.csac.ca.gov/doc.asp?id=1335).

NOTE: All students must sign-in. These sheets will be mailed to the Commission with the paper exit surveys**.**

Step 3:   Print student paper exit surveys (http://www.csac.ca.gov/doc.asp?id=1335).

NOTE: All students must complete a paper exit survey and turn in to Site Organizer. Site Organizer (or volunteer) must indicate the Workshop ID # at the bottom of each survey. Workshop ID #s can be found on the order form that was provided by the Commission (example ID: CCFC2016-XX-XXX). A best practice for sites may be to insert their Workshop ID# on one survey then make copies for students to complete. Sites will mail original paper exit surveys to the Commission within 5 days of the concluding workshop.

PLEASE HAVE STUDENTS PRINT THEIR INFORMATION CLEARLY. The Commission provides statistical information to Regional Coordinating Organizations (RCO) displaying the number of students who attended a Workshop and awarded a Cal Grant. If the student's information is not legible, we will not be able to provide the requested results.

Conducting your Workshop

Step 1:   Welcome your Cash for College volunteers at least 30 minutes prior to the start of the workshop and get them acquainted with the facility and your agenda.

Step 2:   Have students sign-in and provide them the Cash for College materials.

Step 3:   Provide students an overview of what to expect at the workshop and introduce them to their Cash for College volunteer team.

Be sure to address the following items during your overview:
- How long students and parents can expect to be at the workshop.
- Inform participants of multi-language options and number of translators available.

- If offering other services such as day care, food, etc., inform students and parents of these offerings.
- Remind students of the March 2nd deadline and follow-up resources.

REMINDER: There are no scholarships available this year. If you are offering an independent scholarship from your own funding sources, please inform students of who or where to follow-up regarding this funding. This is important because students will automatically contact the Commission with questions.

Step 4:   Provide assistance to students completing either the FAFSA or CADA, and Chafee application. Volunteers will need to assist students and parents navigate through the application process.

REMINDER: There is no wrapper code or portal (formerly accessed through calgrants.org) being utilized this year.

Step 5:   Have students complete a paper exit survey.

Step 6:   Have a volunteer or Site Organizer collect paper exit surveys and check off students to ensure all students turn in a completed survey. This can be achieved by placing a checkmark next to the students name on the sign-in sheet.

Step 7:   When collecting paper exit surveys, take note of the students who checked the "Follow-Up" box at the top right-hand corner of the form. These students are requesting follow-up to complete their financial aid applications prior to the March 2nd deadline.

Step 8:   Site Organizer makes copies of exit surveys and mails the original surveys and sign-in sheets to the Commission within 5 days of the concluding workshop. Mailing instructions are found here: http://www.csac.ca.gov/doc.asp?id=1335.

REMINDER: Between March 2nd and March 14th 2016, apply for site support funds by remitting an invoice to cashforcollege@csac.ca.gov. If your site is covered by an RCO, follow-up directly with that organization. If you are unsure of coverage, please check here: www.csac.ca.gov/ccfc.asp.

THANK YOU FOR YOUR SUPPORT AND PARTNERSHIP OF THE CASH FOR COLLEGE PROGRAM!

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